



## MEDICATION PASS CHECKLIST

Person Being Observed: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Steps	Yes	No	Comments
1. Positively <b>identify</b> the individual you will be giving the medication to	<input type="checkbox"/>	<input type="checkbox"/>	
2. Wash hands	<input type="checkbox"/>	<input type="checkbox"/>	
3. Gather <b>all</b> necessary utensils (i.e. glasses, water, spoons, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Unlock the storage area	<input type="checkbox"/>	<input type="checkbox"/>	
5. Read Medication Record ✓ <b>Identify right medication</b> Take medication from storage area	<input type="checkbox"/>	<input type="checkbox"/>	
6. Compare the <b>pharmacy label to the Medication Record</b> . Make sure <b>all</b> information matches ✓	<input type="checkbox"/>	<input type="checkbox"/>	
7. Prepare an accurate dose make sure it is ✓ the <b>right dose</b> and the <b>right strength</b> Sign count sheet for countable medications Compare the <b>pharmacy label to the medication record again</b>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Assist with the administration of medication to the <b>right individual</b> by the <b>right method</b> . Make sure the individual is in the <b>right position</b> to receive the medication. (If oral) Make sure the individual swallows the medication. <b>REMEMBER: LOCK THE STORAGE AREA WHEN YOU LEAVE IT TO GIVE THE MEDICATION.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Document medication you <b>gave</b> , ✓ <b>compare pharmacy label to the medication record</b>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Return the medication to the correct storage area. <b>Lock the storage area</b>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Wash hands	<input type="checkbox"/>	<input type="checkbox"/>	
12. Observe the individual for any unusual or adverse effects	<input type="checkbox"/>	<input type="checkbox"/>	

Observer Name:

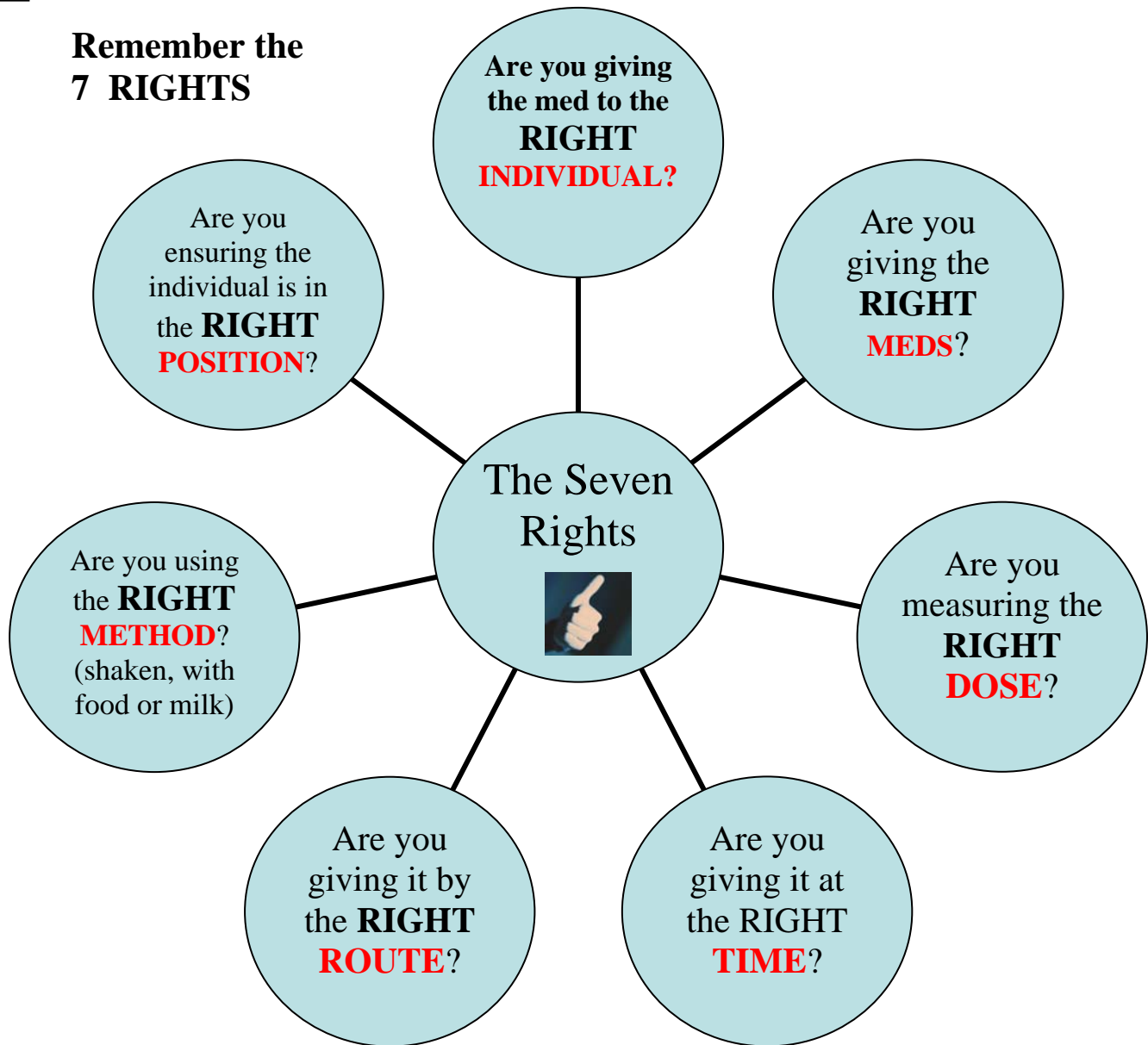
Job Title:

Signature of Observer:

Medication Type:



## Remember the 7 RIGHTS



## FOUR CHECKS ✓

- ✓ READ THE MEDICATION ADMINISTRATION RECORD AND IDENTIFY THE RIGHT MEDICATION
- ✓ COMPARE THE PHARMACY LABEL TO THE MEDICATION RECORD
- ✓ PREPARE MEDICATION; MAKE SURE IT'S THE RIGHT DOSE AND THE RIGHT STRENGTH
- ✓ DOCUMENT MEDICATION; COMPARE THE PHARMACY LABEL TO THE MEDICATION SHEET